

**County of \_\_\_\_\_**  
**Appraisal and Mapping Budget**  
**FY 2007-2008**

Explanations/Examples

#	Account Name	Budget Amount
106	Longevity Pay	
107	Subsistence Pay	
113	Annual Salaries and Wages	Includes Appraisal & Mapping personnel only. Budget amount shall equal the personnel total on the employee/position/ salary attachment.
114	Part-time Wages	
116	Overtime Wages	
121	Retirement Contributions	Amount budgeted shall be listed separately on the budget and on monthly invoices submitted throughout the fiscal year.
122	Health/Dental Insurance	Combine only health & dental insurance totals
123	Life Insurance	Fringe benefits (Line items 121-140) do not have to be listed on or attached to the employee/position/salary attachment.
124	Social Security Taxes-Employer's Share	
125	Worker's Compensation Insurance	
126	Unemployment Insurance	
127	Health Insurance – Retirees	
129	Disability Benefits	
140	Compensated Absences	
156	Medical and Dental (Drug Testing)	Contracts shall be attached for Line items 156-199 as appropriate.
160	Printing, Bookbinding, and Duplicating	
163	Data Processing Services	
164	Auditing Services **	
168	Photo Processing	
170	Training and Educational Services	
171	Organization/Association-Fees and Dues	
173	Management Consulting Services	
179	Aerial Photography **	Includes Aerial Photography acquisition and purchase costs only. <b>See notes at the end of instructions for additional information.</b>
180	Geographic Information System (GIS) **	Includes GIS acquisition and purchase costs only. <b>See notes at the end of the instructions for additional information</b>
199	Additional Miscellaneous Services Provided by Others*	This line item shall be itemized and attached along with contracts.
201	Data Processing Supplies	
205	Film and Other (Digital, etc.) Supplies	
211	Office Supplies/Minor Office Equipment	Includes stationary, pens, pencils, printed forms, file folders, staplers, wastebaskets, calculators, etc

<b>215</b>	<b>Tires</b>	Includes tires, tubes, weights, valves, stems, tire patches, etc...
<b>219</b>	<b>Miscellaneous Supplies*</b>	An itemized list shall be attached. (Ex: Janitorial – cleaning supplies, detergents, mops)
<b>222</b>	<b>Operating Leases-Computers and Software</b>	
<b>223</b>	<b>Operating Leases-Copy Machines</b>	
<b>227</b>	<b>Operating Leases-Office Equipment</b>	
<b>229</b>	<b>Other Operating Leases *</b>	An itemized list shall be attached.
<b>232</b>	<b>Repair/Maintenance-GIS Hardware</b>	Routine Repairs & Maintenance on Line Items 180 & 587
<b>233</b>	<b>Repair/Maintenance-Office Equip/Copy Machines</b>	Routine Repairs & Maintenance on Line item 211.
<b>234</b>	<b>Repair/Maintenance-Motor Vehicles</b>	Routine Repairs & Maintenance on Line item 550.
<b>235</b>	<b>Repair/Maintenance-Data Processing Equip.</b>	Routine Repairs & Maintenance on Line item 580.
<b>236</b>	<b>Repair/Maintenance-Communications Equipment</b>	Routine Repairs & Maintenance on Line item 542.
<b>237</b>	<b>Repair/Maintenance-GIS Software</b>	Includes routine repairs & maintenance and licensing.
<b>238</b>	<b>Repair/Maintenance-DP Software</b>	Includes routine repairs & maintenance and licensing.
<b>239</b>	<b>Repair/Maintenance-Other Assets</b>	An itemized list shall be attached.
<b>240</b>	<b>Utilities (Electricity, Gas, Water)</b>	
<b>251</b>	<b>Telephone Services</b>	Includes the cost of both local and long distance service.
<b>252</b>	<b>Postal Services</b>	Includes the cost of postage, post office box/drawer rental, overnight deliveries, certified deliveries, etc ...
<b>253</b>	<b>Advertising</b>	Includes the cost of legal notices and financial statements published in the newspaper and other ads of public information.
<b>254</b>	<b>Beeper Services</b>	Includes the cost of services only and not purchases or repairs.
<b>255</b>	<b>Cellular Service</b>	Includes the cost of services only and not purchases or repairs.
<b>258</b>	<b>Internet Service</b>	Includes the cost of services only and not purchases or repairs.
<b>262</b>	<b>Mileage for Use of Personal Vehicles</b>	See Addendum F – 1a4
<b>263</b>	<b>Air Fare</b>	Includes the cost of airline tickets purchased by county officials and employees for travel on appraisal and mapping business
<b>264</b>	<b>Lodging and Meals</b>	
<b>265</b>	<b>Meetings and Conference Fees</b>	Includes the cost of registration fees for county officials' and employees' attendance at meetings which are not primarily educational in nature such as convention. Registration fees for educational meetings shall be charged to Line item 170 – Training & Educational Services
<b>266</b>	<b>Fuel for County Vehicles</b>	Includes the cost of gasoline or other fuels purchased for use in county vehicles by county officials or employees using the vehicles for travel on county business.
<b>268</b>	<b>Other Travel Expenses *</b>	An itemized list shall be attached.
<b>271</b>	<b>Insurance - Contents</b>	Includes coverage for fire, theft, natural disasters, etc ...
<b>272</b>	<b>Insurance-Motor Vehicles</b>	Includes coverage for liability, collision, property damage, medical payments, etc ...
<b>273</b>	<b>Surety Bonds</b>	
<b>274</b>	<b>General Liability Insurance</b>	Blanket coverage for all county officials and employees.

<b>410</b>	<b>Books, Pamphlets and Subscriptions</b>	
<b>490</b>	<b>Fixed/Capital Assets *</b>	
<b>541</b>	<b>Office Equipment and Furniture</b>	Includes the cost of desks, chairs, tables, filing cabinets, typewriters, calculators, cash registers, lamps, framed pictures, etc
<b>542</b>	<b>Communications Equipment</b>	Includes purchase and installation costs of telephone systems, beepers, walkie-talkies, two-way radios, radio monitors, etc ...
<b>550</b>	<b>Motor Vehicles</b>	Includes cars, pick-up trucks, vans, buses, jeeps, ambulances, fire trucks, etc ...
<b>580</b>	<b>Computer Hardware</b>	Includes direct purchase plus any transportation, installation, configuration and testing costs.
<b>586</b>	<b>Computer Software</b>	Includes direct purchase plus any transportation, installation, configuration and testing costs.
<b>587</b>	<b>GIS Hardware</b>	Replacement of GIS Hardware
<b>588</b>	<b>GIS Software</b>	Replacement of GIS Software
<b>600</b>	<b>Principal – On Debt</b>	Repayment on long-term debt.
<b>630</b>	<b>Interest – On Debt</b>	Repayment on long-term debt.
<b>999</b>	<b>Miscellaneous*</b>	An itemized list shall be attached.
	<b>Total Budget Amount ***</b>	Total of all line items should equal the total of the approved budget.

\* Please include addendum describing this budgeted line item

\*\* Attach copies of contracts

\*\*\* Once the budget has been approved, any amendments/changes to any line item(s) must be requested in writing and approved by the Property Tax Division even if the total budget amount does not change.

As you are aware, money for Aerial Photography & GIS may be approved to be set aside and held from year to year until sufficient funds have accumulated to pay for the project. Therefore, if \$50,000.00 was budgeted and set aside for GIS in last years budget, in order to carry over this amount and to add \$50,000.00 this year, the total amount to be budgeted shall be \$100,000.00.

*Feel free to call the Tax Administration Section at 334.242.1525 or you may contact the office electronically as shown below for any questions you may have.*

Joe Gross - [joe.gross@revenue.alabama.gov](mailto:joe.gross@revenue.alabama.gov)

Erica Jones - [erica.jones@revenue.alabama.gov](mailto:erica.jones@revenue.alabama.gov)

**County of \_\_\_\_\_**  
**Appraisal and Mapping Budget**  
**FY 2007-2008**

#	Account Name	Budget Amount
106	Longevity Pay	
107	Subsistence Pay	
113	Annual Salaries and Wages	
114	Part-time Wages	
116	Overtime Wages	
121	Retirement Contributions	
122	Health/Dental Insurance	
123	Life Insurance	
124	Social Security Taxes-Employer's Share	
125	Worker's Compensation Insurance	
126	Unemployment Insurance	
127	Health Insurance – Retirees	
129	Disability Benefits	
140	Compensated Absences	
156	Medical and Dental (Drug Testing)	
160	Printing, Bookbinding, and Duplicating	
163	Data Processing Services	
164	Auditing Services **	
168	Photo Processing	
170	Training and Educational Services	
171	Organization/Association-Fees and Dues	
173	Management Consulting Services	
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211	Office Supplies/Minor Office Equipment	
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<b>219</b>	<b>Miscellaneous Supplies*</b>	
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<b>235</b>	<b>Repair/Maintenance-Data Processing Equip.</b>	
<b>236</b>	<b>Repair/Maintenance-Communications Equipment</b>	
<b>237</b>	<b>Repair/Maintenance-GIS Software</b>	
<b>238</b>	<b>Repair/Maintenance-DP Software</b>	
<b>239</b>	<b>Repair/Maintenance-Other Assets</b>	
<b>240</b>	<b>Utilities (Electricity, Gas, Water)</b>	
<b>251</b>	<b>Telephone Services</b>	
<b>252</b>	<b>Postal Services</b>	
<b>253</b>	<b>Advertising</b>	
<b>254</b>	<b>Beeper Services</b>	
<b>255</b>	<b>Cellular Service</b>	
<b>258</b>	<b>Internet Service</b>	
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<b>263</b>	<b>Air Fare</b>	
<b>264</b>	<b>Lodging and Meals</b>	
<b>265</b>	<b>Meetings and Conference Fees</b>	
<b>266</b>	<b>Fuel for County Vehicles</b>	
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<b>271</b>	<b>Insurance - Contents</b>	
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<b>273</b>	<b>Surety Bonds</b>	
<b>274</b>	<b>General Liability Insurance</b>	
<b>410</b>	<b>Books, Pamphlets and Subscriptions</b>	
<b>490</b>	<b>Fixed/Capital Assets *</b>	
<b>541</b>	<b>Office Equipment and Furniture</b>	

<b>542</b>	<b>Communications Equipment</b>	
<b>550</b>	<b>Motor Vehicles</b>	
<b>580</b>	<b>Computer Hardware</b>	
<b>586</b>	<b>Computer Software</b>	
<b>587</b>	<b>GIS Hardware</b>	
<b>588</b>	<b>GIS Software</b>	
<b>600</b>	<b>Principal – On Debt</b>	
<b>630</b>	<b>Interest – On Debt</b>	
<b>999</b>	<b>Miscellaneous*</b>	
	<b>Total Budget Amount ***</b>	

\* Please include addendum describing this budgeted line item

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**County of \_\_\_\_\_**  
**Employee, Position, Salary**  
**FY 2007-2008**

#	Employee Name	Position	*Certification	Annual Salary **	Full/Part-time	Race	Gender
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
<b>*** TOTAL PERSONNEL -----&gt;</b>				<b>\$</b>			

\* ACA, ACM, ACTA ....

\*\* **Do Not Include Fringe Benefits or Overtime Wages in Annual Salaries.** They are to be listed separately on the budget.

\*\*\* **This total should equal Line Items 113 (Annual Salaries & Wages) & 114 (Part-Time Wages) on your budget.**

**For Vacant Positions:** List the employee name as "Vacant", and then provide the other information regarding the position, the budgeted salary amount and whether the position is full or part-time.

**For Split Positions:** If an employee works 75% of the time in the appraisal office and 25% in another position within the same county then only 75% of their salary shall be budgeted from the Mapping and Appraisal Budget.

**Note:** If an employee works in more than one county, they would be considered a part-time employee in your county. Only, the annual salary for work performed in the Mapping and Appraisal Office in your county shall be shown and budgeted.

**County of \_\_\_\_\_**  
**Property Tax Education Courses**  
**FY 2007-2008**

<b>Number</b>	<b>Employee</b>	<b>Course Title</b>	<b>Date</b>	<b>Location</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Complete this form for employees who will attend educational classes**